

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

# REQUEST FOR TASK PLAN / TASK ORDER

|                 |                                  |                  |             |
|-----------------|----------------------------------|------------------|-------------|
| CONTRACTOR      | CONTRACT NO. / TASK NO.          | JOB ORDER NUMBER | APPROPRIATE |
| QSS Group, Inc. | NAS5- 99124 TASK NO. 1 AMENDMENT | 560-039-02-05-89 | 99          |

TASK TITLE: (NTE 80 characters; include Project name)

ESC Database Services

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)

|  |             |              |               |                    |
|--|-------------|--------------|---------------|--------------------|
| Deborah A. Clark <i>Deborah A. Clark</i> | DATE 4/5/99 | ORG CODE 560 | MAIL CODE 560 | PHONE 301-286-7148 |
|--|-------------|--------------|---------------|--------------------|

BRANCH HEAD

|  |             |          |                    |
|--|-------------|----------|--------------------|
| Arthur F. Obenschain <i>Arthur F. Obenschain</i> | DATE 4/6/99 | CODE 560 | PHONE 301-286-5118 |
|--|-------------|----------|--------------------|

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

|                                     |              |          |                    |
|-------------------------------------|--------------|----------|--------------------|
| Fred Huegel <i>Deborah A. Clark</i> | DATE 4/14/99 | CODE 568 | PHONE 301-286-2285 |
|-------------------------------------|--------------|----------|--------------------|

FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE?  
(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)

CONTRACTING OFFICER'S QUALITY REP.

DESIGNATED FAM:

[X] NO [ ] YES

Larry Moore

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:

Date: APR 19 1999

Contractor will develop specification or statement of work under this task for a future procurement. [X] NO [ ] YES

Flight hardware will be shipped to GSFC for testing prior to final delivery. [ ] NO [ ] YES [X] N/A

Government Furnished Property/Facilities: [X] NO [ ] YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance: [ ] NO [X] YES If yes: [X] TOTAL [ ] PARTIAL  
If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached: [X] NO [ ] YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

## INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

|           | No. 1 | X No. 2 | No. 3 | No. 4 | No. 5 |
|-----------|-------|---------|-------|-------|-------|
| Cost      | 10%   | 50%     | 25%   | 25%   | %     |
| Schedule  | 15%   | 25%     | 25%   | 50%   | %     |
| Technical | 75%   | 25%     | 50%   | 25%   | %     |

(To be completed by Contracting Officer)

The target cost of this task order is \$ \_\_\_\_\_.

The target fee of this task order is \$ \_\_\_\_\_.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ \_\_\_\_\_.

The maximum fee is \$ \_\_\_\_\_.

The minimum fee is \$0.

## AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

SIGNATURE OF CONTRACTING OFFICER

DATE

TYPED NAME OF CONTRACTING OFFICER

## CONTRACTOR'S ACCEPTANCE:

AUTHORIZED SIGNATURE

DATE

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|-----------------|-----------------------|----------|-----------|
| QSS Group, Inc. | NAS5-<br><b>99124</b> | <b>1</b> |           |

Applicable paragraphs from contract Statement of Work: Function 3F

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

The contractor shall study, evaluate and design hardware and software elements necessary to provide the capability to ingest, electronically track, and pictorially present data to GSFC technical managers. This includes the evaluation, selection, and integration of select hardware and software elements to produce a system that will interface with existing systems. The activity also includes assistance in the verification of the system. The contractor shall analyze and develop system specifications. Specific tasks include:

1. Maintain action items and review weekly with the ATR
2. Participate in technical development meetings
3. Meet with the ATR on a weekly basis regarding the status of the development
4. Provide a monthly summary of activities to the ATR
5. Maintain the Software Design Description document

**PERFORMANCE SPECIFICATIONS:**

Action Item List shall contain a description of the action, priority, and planned and actual completion dates.

Software Design Description Document in accordance with existing format.

Monthly summary of activities in accordance with the contract monthly technical report specification.

**APPLICABLE DOCUMENTS:**

None.

**TASK END DATE:** 9/30/99

**MILESTONES/DELIVERABLES AND DATES:**

|                   |         |
|-------------------|---------|
| Action Item List  | Weekly  |
| Status Meetings   | Weekly  |
| Activities Report | Monthly |

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery of the above.

**Technical:** ATR's acceptance of the above.

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

D. Clark, building 23, room S120A.